

Judge Janet T. Neff

Dos

- Consult the Local Rules first and foremost
- Review and adhere to Judge Neff's Information and Guidelines for Civil/Criminal Practice (posted on the Court's Website), particularly the Pre-Motion Conference procedures
- Alert the Court by filing a notice or appropriate pleading if there is a companion case to a case pending before Judge Neff
- Identify yourself, your case name and number, and purpose for calling at the outset when calling chambers (do not delegate these calls to support staff who are not sufficiently informed)
- BE SUCCINCT — in briefing and oral argument
- Identify the “hinge” or narrow dispositive issues for the Court's decision
- Confer with opposing counsel to eliminate unnecessary motions and issues
- Confer with “co”-counsel to eliminate duplication and ensure appropriate joinder
- Be well-organized for Court proceedings and in briefs
- Provide the legal standard for the motion/issues presented
- Provide a Table of Contents and Table of Authorities in briefs
- Alert the Court by filing a joint notice or stipulation if the case has settled, especially if there are pending motions or upcoming proceedings scheduled
- Schedule a plea in criminal cases before the duty magistrate judge at least one week prior to the date of the final pretrial conference

Don'ts

- Contact chambers with questions without first reviewing the Local Rules or other appropriate resources
- Contact chambers for legal advice or procedures
- Present “all-but-the-kitchen-sink” / all-inclusive complaints/affirmative defenses or briefs

- Present argument or legal propositions unsupported by authority
- Burden the Court (and law clerks) with biased, misleading or incomplete legal authority or presentations of the record
- File “Response” briefs that are unresponsive or do not correspond to the arguments in the motion brief
- File “Reply” briefs that go beyond essential “replies” to the Response brief
- Send an associate who is not fully versed in the case to a court proceeding
- File a brief or written submission prepared by someone other than yourself unless you are fully invested in the representations made
- Present oral argument that is completely different from the written submissions (absent good cause—belated involvement in the case preparation is NOT good cause)
- Engage in personal attacks against opposing counsel
- Use state court captions or legal format in proposed federal court orders (e.g., “ at a session ...”)
- Be inattentive to your case and then seek last minute extensions
- Wait until the last minute to adjourn a hearing (unless it’s an emergency—the Court expects at least seven days notice AND that you have conferred with opposing counsel, AND be mindful that rescheduling is limited to the Court’s available dates)
- Talk on cell phones in chambers